



सरकारी गजट, उत्तर प्रदेश

उत्तर प्रदेशीय सरकार द्वारा प्रकाशित

असाधारण

विधायी परिशिष्ट

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लखनऊ, मंगलवार, 29 अक्टूबर, 1985

कार्तिक 7, 1907 शक सम्वत्

GOVERNMENT OF UTTAR PRADESH

FINANCE (GENERAL) SECTION-4

No. G-4-1890/X-502-1985

Dated Lucknow, October 29, 1985

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In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following English translation of notification no. G-4-1890/X-502-1985, dated October 29, 1985.

NOTIFICATION

Miscellaneous

THE GENERAL PROVIDENT FUND (UTTAR PRADESH) RULES, 1985

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, and in supersession of the General Provident Fund (Uttar Pradesh) Rules published with notification no. C-591/X-374-1934, dated March 7, 1935, the Governor is pleased to make the following rules, namely :—

THE GENERAL PROVIDENT FUND (UTTAR PRADESH) RULES, 1985

SHORT TITLE AND DEFINITIONS

1. *Short title and commencement*—(a) These rules may be called the General Provident Fund (Uttar Pradesh) Rules, 1985.

(b) They shall come into force at once.

2. *Definitions*—(1) In these rules unless the context otherwise requires —

(a) 'Account Officer' in relation to group 'D' (formerly class IV) employees whose accounts are kept by departmental authorities means the drawing and disbursing officer concerned and in respect of other employees means the officer to whom the duty to maintain the provident fund account of the subscriber has been assigned by the Comptroller and Auditor-General of India;

(b) 'emoluments' shall save as otherwise expressly provided mean pay, leave salary or subsistence grant as defined in the Financial Handbook, Volume II, and includes dearness pay appropriate to pay leave salary or subsistence grant, if admissible and any remuneration of the nature of pay received in respect of foreign service;

(c) 'family' means—

(i) in the case of a male subscriber the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber;

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs, to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently intimates in writing to the Account Officer that she shall continue to be so regarded;

(ii) in the case of a female subscriber, the husband and children of a subscriber and the widow or widows and children of a deceased son of a subscriber;

Provided that if a subscriber by notice in writing to the Account Officer expresses her desire to exclude her husband from her family the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently cancels such notice in writing.

NOTE—Child means a legitimate child and includes an adopted child, where adoption is recognised by the personal law governing the subscriber.

(d) 'Fund' means the General Provident Fund;

(e) 'leave' means any kind of leave as provided for in the Financial Handbook, Volume II, Parts II to IV;

(f) 'Undertaking' means—

(i) a statutory body incorporated by or under any Uttar Pradesh Act or Central Act;

(ii) a government company within the meaning of section 617 of the Companies Act, 1956;

(iii) a Local Authority within the meaning of clause (25) of section 4 of the Uttar Pradesh General Clauses Act, 1904;

(iv) a scientific organisation registered under the Societies Registration Act, 1860, wholly or partly under the control of the Central Government or any State Government.

(g) 'year' means a financial year.

(2) Any other expression used in these rules which is defined either in the Provident Funds Act, 1925 (Act no. 19 of 1925), or in the Financial Handbook, Volume II, Parts II to IV, is used in the sense defined therein.

(3) Nothing in these rules shall be deemed to have the effect of terminating the existence of the General Provident Fund as heretofore existing or of constituting any new Fund.

CONSTITUTION OF THE FUND

3. *Constitution of the Fund.* (1) The Fund shall be maintained in India in rupees.

(2) All sums paid into the Fund under these rules shall be credited in the books of Government to an account named "The General Provident Fund". Sums of which payment has not been taken within six months after the issue of payment authority under these rules shall be transferred to "Deposits" at the end of the year and treated under the ordinary rules relating to deposits.

4. *Conditions of eligibility*—All permanent Government servants and all temporary Government servants, other than those appointed on contract and re-employed pensioners, after a continuous service of one year, shall subscribe to the Fund.

NOTE 1—Apprentices and Probationers shall be treated as temporary Government servants for the purpose of this rule.

NOTE 2—A temporary Government servant who completes one year of continuous service during the middle of a month shall subscribe to the Fund from the next following month.

NOTE 3—Temporary Government servants (including Apprentices and Probationers) who have been appointed against regular vacancies and are likely to continue for more than a year may subscribe to the Fund any time before completion of one year's service.

NOTE 4—Executive authorities should inform the Account Officer as soon as a government servant becomes liable to subscribe to the Fund.

NOMINATION

5. *Nomination*—(1) A subscriber shall at the time of joining the Fund, submit to the Head of Department Head of Office a nomination, conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death; before that amount has become payable, or having become payable, has not been paid:

Provided that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of a member or members of his family :

Provided further that the nomination made by the subscriber in respect of any other provident fund to which he was subscribing before joining the Fund shall, if the amount to his credit in such other fund has been transferred to his credit in the Fund, be deemed to be a nomination duly made under this rule until he makes a nomination in accordance with this rule.

(2) If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such a manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in the form set forth in the First Schedule. The authority to whom the nomination is submitted shall ensure that it is according to the rules and its receipt will be acknowledged by him. In case the nomination is found incomplete or defective, it will be returned to the subscriber for correction and re-submission. When the nomination has been accepted, the required entries in respect thereof will be made at the appropriate place in the G. P. F. pass-book of the subscriber and duly signed by the drawing and disbursing officer. The nomination shall be kept securely with the subscriber's G. P. F. pass-book and when he is transferred to another department or office, the nomination along with his G. P. F. pass-book shall be transferred to the drawing and disbursing officer concerned after making an entry to this effect in the pass-book and an acknowledgement for the same shall also be obtained from that office.

(4) A subscriber may, at any time, cancel a nomination by sending a notice in writing to the Head of the Department/Head of Office. The subscriber shall, alongwith such notice or separately, send a fresh nomination made in accordance with the provisions of this rule.

(5) A subscriber may provide in a nomination as follows :—

(a) In the event of any specified nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members and where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee.

(b) The nomination shall become invalid in the event of the happening of a contingency specified therein :

Provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family :

Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (5) or the provisos thereto, the subscriber shall send to the Head of Department/Head of Office a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this rule.

(7) Every nomination made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Head of Department/Head of Office.

NOTE—In this rule, unless the context otherwise requires, the term “person” or “persons” shall include a company or association or body of individuals, whether incorporated or not.

SUBSCRIBER'S ACCOUNT

6. *Subscriber's Account*—An account shall be opened in the name of each subscriber in which shall be shown—

- (i) his subscriptions;
- (ii) such other amount as the Government may decide to be credited from time to time;
- (iii) interest, as provided by rule 11, on subscriptions;
- (iv) bonus, as provided by Rule 12, on subscriptions; and
- (v) advances and withdrawals from the Fund.

CONDITIONS AND RATES OF SUBSCRIPTION

7. *Conditions of subscription*—(1) A subscriber shall subscribe monthly to the Fund except during the period when he is under suspension :

Provided that when a subscriber, on reinstatement, receives full pay for the period of suspension, he shall pay in one lump sum or in instalments as may be determined, the arrear subscriptions payable for that period. In other cases the subscriber may, at his option, pay and arrear subscriptions for the period of suspension, in one lump sum or in instalments as may be determined :

Provided further that a subscriber may, at his option, not subscribe during leave which either does not carry any leave salary or carries leave salary equal to half pay or half average pay.

(2) The subscriber shall intimate his election not to subscribe during the leave referred to in the second proviso to sub-rule (1) in the following manner :—

- (a) If he is an officer who draws his own pay bills, by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave;
- (b) If he is not an officer who draws his own pay bills, by written communication to the Head of his office before he proceeds on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The option of a subscriber intimated under this sub-rule shall be final.

(3) A subscriber who has, under Rule 24, withdrawn the amount standing to his credit in the Fund shall not subscribe to the Fund after such withdrawal unless he returns to duty.

(4) Notwithstanding anything contained in sub-rule (1)—

- (a) no deduction towards subscription to the Fund shall be made for the last six month's pay of a subscriber preceding his retirement or superannuation.
- (b) a subscriber shall not subscribe to the Fund for the month in which he quits service otherwise than on retirement or superannuation unless, before the commencement of the said month, he communicates to the Head of Office in writing, his option to subscribe for the said month.

8. *Amount of subscription*—(1) The amount of subscription shall be fixed by the subscriber himself, subject to the condition that the amount shall not be less than 10 per cent and not more than the amount of his emoluments and shall be expressed in whole rupees.

(2) For the purpose of sub-rule (1) the emoluments of a subscriber shall be as follows:—

(a) In the case of a subscriber who was in Government service on the 31st March of the preceding year, the emoluments to which he was entitled on that date :
Provided that—

(i) If the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty;

(ii) If the subscriber was on deputation out of India on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India;

(b) In the case of a subscriber who was not in Government service on the 31st March of the preceding year, the emoluments to which he was entitled on the day he joins the Fund.

(3) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner :—

(a) If he was on duty on the 31st March of the preceding year, by the deduction which he causes to be made in this behalf from his pay bill for that month;

(b) If he was on leave on the 31st March of the preceding year, and elected not to subscribe during such leave, or was under suspension on that date, by the deduction which he causes to be made in this behalf from his first pay bill after his return to duty;

(c) If he has entered Government service for the first time during the year, by the deduction which he causes to be made in this behalf from his pay bill for the month during which he joins the Fund;

(d) If he was on leave on the 31st March of the preceding year, and continues to be on leave and has elected to subscribe during such leave, by the deduction which he causes to be made in this behalf from his salary bill for that month;

(e) If he was on foreign service to an Undertaking on the 31st March of the preceding year, by the amount deposited in the State Bank of India through Treasury Challan or forwarded to the Account Officer through Bank Draft on account of subscription for the month of April in the current year.

(4) The amount of subscription so fixed may be—

(a) reduced once at any time during the course of the year;

(b) enhanced twice during the course of the year.

Provided that when the amount of subscription is so reduced it shall not be less than the minimum prescribed in sub-rule (1):

Provided further that if a subscriber is on leave without pay or leave on half pay or half average pay for a part of a calendar month and he has elected not to subscribe during such leave the amount of subscription payable shall be proportionate to the number of days spent on duty including leave, if any, other than those referred to above.

9. *Transfer to foreign service or deputation out of India*—When a subscriber is transferred to foreign service or sent on deputation out of India, he shall remain subject to the rules of the Fund in the same manner as if he were not so transferred or sent on deputation.

REALISATION OF SUBSCRIPTION

10. *Realisation of subscription*—(1) When emoluments are drawn from a Government Treasury in India or from an authorised office of disbursement outside India, recovery of subscriptions and of advances shall be made from the emoluments themselves.

(2) (a) When a subscriber is on foreign service to an Undertaking located in Uttar Pradesh, the above dues shall be recovered and deposited in the State Bank of India through a Treasury Challan every month by such Undertaking.

(b) In the case of a subscriber on deputation to an Undertaking located outside Uttar Pradesh the said dues shall be recovered and forwarded to the Account Officer through a Bank Draft of the State Bank of India every month by that Undertaking.

(c) When a subscriber is on foreign service to any other institution the foreign employer or the subscriber shall deposit the said dues in the State Bank of India through a Treasury

Challan every month if the institution is located in Uttar Pradesh or forwarded the dues to the Account Officer through a Bank Draft of the State Bank of India every month if the institution is located outside Uttar Pradesh.

NOTE—When the dues are deposited in the State Bank of India through a Treasury Challan, it should be ensured that account number of the subscriber and other relevant particulars are filled in correctly.

(3) If a subscriber fails to subscribe with effect from the date on which he is required to join the Fund or is in default in any month or months during the course of a year otherwise that has provided in Rule 7, the total amount due to the Fund on account of arrears of subscription shall forthwith be paid by the subscriber to the Fund or in default, be recovered by deduction from his emoluments in instalments or otherwise, as may be directed by the authority specified in paragraph I of the Second Schedule.

INTEREST

11. *Interest*—(1) Subject to the provisions of sub-rule (5) Government shall pay to the credit of the account of a subscriber interest at such rate as may be determined for each year by the Government of India.

(2) (a) Interest shall be credited to the account of a subscriber on the last day in each year in the following manner :—

(i) On the amount at the credit of a subscriber on the last day of the preceding year up to the end of the current year ;

(ii) On all sums credited to the account after the last day of the preceding year from the date of deposit up to the end of the current year.

(b) No interest shall be admissible on any sum withdrawn during the current year from the first day of the month in which such a sum was withdrawn up to the end of the current year.

(c) The amount of interest, determined as aforesaid, if such amount is not in whole rupees, shall be rounded off to the nearest whole rupee, a part of the rupee less than fifty paise shall be ignored and any other Part shall be counted as next higher rupee.

Explanation—The amount at the credit of a subscriber on the last day of the preceding year will include the amount of bonus if any, payable for such preceding year :

Provided that when the amount standing to the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-rule in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing to the credit of the subscriber became payable.

(3) In this rule, the date of deposit shall, in the case of recovery from emoluments, be deemed to be the first day of the month in which it is recovered:

Provided that where there has been delay in the drawal of pay or leave salary and allowances of a subscriber and consequently in the recovery of his subscription towards the Fund, the interest on such subscriptions shall be payable from the month in which the pay or leave salary of the subscriber was due under the rules irrespective of the month in which it was actually drawn :

Provided further that where the emoluments for a month are drawn and disbursed on the last working day of the same month the date of deposit shall, in the case of recovery of his subscriptions, be deemed to be the first day of the succeeding month.

(4) In addition to any amount to be paid under Rule 20, 21 or 22 interest thereon up to the end of the month preceding that in which the payment is authorized, shall be payable to the person to whom such amount is to be paid :

Provided that where the application required under sub-rules (4) and (5) of Rule 24 is submitted complete in all respects to the Head of Office or Department, whose duty it is to forward the same to the Account Officer, after the expiry of six months from the date the amount claimed became payable, interest shall be payable only up to the end of the month preceding that in which the payment is authorized or up to the end of the twelfth month after the month in which such amount became payable whichever is earlier except where it is proved to the satisfaction of the Head of Office or Department concerned that the submission of the said application was delayed by circumstances beyond the control of the applicant, in which case the restriction of this proviso shall not apply :

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Provided further that where a subscriber, on deputation to an Undertaking, is subsequently absorbed in such Undertaking with effect from a retrospective date, then, for the purpose of calculating interest due on the Fund accumulations of the subscriber, the date of issue of the orders regarding absorption shall be deemed to be the date on which the amount to the credit of subscriber became payable.

(5) Interest shall not be credited to the account of a subscriber if he informs the Drawing and Disbursing Officer that he does not wish to receive it, but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it.

(6) In case a subscriber is found to have drawn from the Fund an amount in excess of the amount standing to his credit on the date of the drawal, the overdrawn amount, irrespective of whether the overdrawal occurred in the course of an advance or a withdrawal or final payment from the Fund, shall be repaid by him with interest thereon, or in default, be ordered to be recovered by deduction from the emoluments or other dues of the subscriber. In case the subscriber is still in service, the amount shall ordinarily be repaid by him or recovered from him in one lump sum, but if the total amount to be recovered is more than half of the subscriber's emoluments, recoveries may be made in monthly instalments as may be determined, taking into consideration the period left before the retirement of the subscriber. In case of a subscriber no longer in service, the entire amount with interest shall be repaid by him or recovered from him in one lump sum. In all cases of overdrawals, where the overdrawn amount or a part thereof, with interest, cannot be recovered by other means, it shall be recovered as arrears of land revenue. The overdrawn amount, after recovery, shall be credited to Government account under the receipt Head of the Department concerned.

(7) The rate of interest to be charged on overdrawn amount referred to in sub-rule (6), would be $2\frac{1}{2}\%$ over and above the normal rate on Provident Fund balance under sub-rule (1). The interest realised on the over drawn amount shall be credited to Government account under the sub-head "Interest on overdrawals from Provident Fund" under the head "049—Interest Receipts—Interest receipt of State/Union Territory Governments—Other receipts—Interest on other miscellaneous loans."

(8) In case any excess or wrong payment is made, under Rule 23, the amount so paid together with interest as mentioned in sub-rule (6) above shall be recovered from the emoluments or other dues of the deceased subscriber and credited to Government account in the manner prescribed in the aforesaid sub-rule. If there be no such dues or the over-paid amount with interest cannot be recovered in full therefrom, the outstanding amount shall be recovered, if necessary as arrears of land revenue, from the person who had received excess or wrong payment.

NOTE—All requests for advances/withdrawals/final payments/payments under Rule 23 shall be closely scrutinized and in cases where over-payments occur, responsibility should be fixed and, if necessary, action shall be taken both against the administrative and the accounts authorities.

12. *Incentive Bonus Scheme*—(1) A subscriber who does not withdraw any money from the amount standing to his credit in the Fund by way of advance under Rule 13 or withdrawal under Rule 16 during the preceding three years, shall be entitled to a bonus at the rate of 1 per cent on the entire balance at his credit on the last day of the year.

(2) The balance on which the bonus is to be calculated is the balance on the last day of the last year of the three years period after crediting interest for the said last year.

(3) The bonus so calculated shall be rounded off to the nearest whole rupee, a part of the rupee less than fifty paise shall be ignored and any other part shall be counted as next higher rupee. This will be credited to the account of the subscriber in addition to the interest on the balance to his credit in his account.

(4) The bonus will be admissible when a subscriber has been subscribing regularly to the Fund during the preceding three years except where under these rules temporary suspension of subscription has been permitted for a short period that is while on leave without pay or on half pay or under suspension.

(5) The year for the purpose of calculating bonus will mean financial year. But if a subscriber joins the Fund or quits service in the middle of a year, the year of joining the Fund and the year of quitting service will be deemed to be full year.

(6) The amount of bonus will be debited to the minor head "Incentive Bonus to Provident Fund subscribers" under the Major Head "249—Interest Payment—C—Interest on small savings, Provident Fund etc."

ADVANCES FROM THE FUND

13. *Advances from the Fund*—(1) A temporary advance (in whole rupees) may be granted to a subscriber, from the amount at his credit in the Fund, at the discretion of the appropriate authority specified in the Second Schedule subject to the conditions mentioned in sub-rules (2), (3), (4), (5), (6) or (7) :

NOTE : Forms of application and sanction order are given in Appendix 'A'.

(2) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise namely :

(i) Meeting the expenses in connection with the illness, confinement or disability, including, where necessary the travelling expenses, of the subscriber, members of his family or any other person actually dependent on him ;

(ii) Meeting cost of higher education, including where necessary the travelling expenses, of the subscriber, members of his family or any other person actually dependent on him in the following cases, namely :

(a) education outside India for academic technical, professional or vocational course beyond the High School stage ; and

(b) medical, engineering or other technical or specialised course in India beyond the High School stage.

(iii) Meeting obligatory expenses on a scale suitable to subscriber's status which by customary usage the subscriber has to incur in connection with the marriage of the subscriber or marriage, funerals or other ceremonies of the members of his family or any other person actually dependent on him.

(iv) Meeting the cost of legal proceedings instituted by or against the subscriber, any member of his family or any person actually dependent on him.

(v) Meeting the cost of the subscriber's defence where he engages a legal practitioner to depend himself in an enquiry in respect of any alleged official misconduct on his part.

(vi) Meeting the cost or part thereof of house or house site or of construction of house for his residence or for reconstruction repair of or addition or alteration to his house or for making payment towards the allotment of house site or house to him by a Development Authority, Local Body, Housing Board or House Building Cooperative Society under a Housing Scheme, including a self financing scheme.

(vii) Meeting the cost of a motor cycle, scooter (including moped) bicycle refrigerator, room cooler, cooking gas connection or television set for subscriber's use :

Provided that the Governor may, in special circumstances, sanction the payment to any subscriber of an advance for a purpose other than those mentioned in sub-clauses (i) to (vii) above if the Governor is satisfied with the justification given in support thereof.

(3) The sanctioning authority shall record in writing its reason for granting the advance.

(4) An Advance shall not, except for special reasons :

(i) exceed three months' pay or half the amount at the credit of subscriber in the Fund whichever is less : or

(ii) be granted until at least twelve months have elapsed after the final repayment of all previous advances :

Provided that so long as the amount already advanced together with the fresh advance applied-for does not exceed the amount admissible under clause (i) at the time of the grant of the first advance, special reasons will not be required for the grant of a second advance or subsequent advances, and such advances may be granted by the authority specified in paragraph 1 of the Second Schedule, even if the condition mentioned in clause (ii) is not fulfilled.

Explanation—In this proviso the expression "the amount already advanced" means the amount, or the sum of amounts actually advanced and not the balance outstanding after any repayment.

(5) When an advance is sanctioned under sub-rule (4) before re-payment of last instalment of any previous advance is completed the balance of any previous advance not recovered shall be added to the advance so sanctioned and the instalments for recovery shall be with reference to the consolidated amount.

(6) In fixing the amount of an advance the sanctioning authority shall pay due regard to the amount at the credit of the subscriber in the Fund. Whenever a subscriber is in a position to satisfy the competent authority about the amount standing to his credit in the Fund with reference to his G.P.F. passbook or the latest available statement of General Provident Fund Account issued by the Account Officer under Rule 27 together with the evidence of subsequent subscriptions the competent authority may sanction advance within the prescribed limits. In doing so the competent authority shall take into account any advance or with draw already sanctioned to the subscriber. The sanction for the advance must indicate the General Provident Fund Account number and a copy thereof be endorsed the drawing and disbursing officer maintaining the G. P. F. passbook as well as to the Account Officer.

(7) Ordinarily no advance will be sanctioned to a subscriber during the last six months preceding his retirement or superannuation. In special cases in which the sanction of such an advance is unavoidable, it may be sanctioned but it will be the responsibility of the sanctioning authority to ensure that such a sanction is promptly notified to the Account Officer in the case of a Group 'D' employee and to the drawing and disbursing offices and the Account Officer in the case of other subscribers, and acknowledgements thereof obtained from them without any delay. It will also be ensured by the above authorities that the amount of advance, if not fully recovered from the subscriber before retirement is duly adjusted against the amount to be paid to him under sub-rule (4) or clause (b) of sub-rule (5) of Rule 24, whichever be applicable.

14. *Recovery of advances*—(1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct ; but such number shall not be less than twelve unless the subscriber so elects, and more than twenty-four. In special cases where the amount of advance exceeds three months' pay of the subscriber under sub-rule (4) of Rule 13, the sanctioning authority may fix such number of instalments to be more than twenty four but in no case more than thirty six. It will be ensured in each case that the instalments are fixed in such a manner that the entire amount of the advance is recovered latest by six months before the date of retirement of the subscriber or superannuation. A subscriber may, at his option repay more than one instalment in a month. Each instalment shall be in whole rupees, the amount of the advance being raised or reduced. If necessary to admit of the fixation of such instalments.

(2) Recovery shall be made in the manner prescribed in Rule 10 and shall commence with the issue of pay for the month following the one in which the advance was drawn, recovery shall not be made except with the subscriber's consent while he is in receipt of subsistence grant or is on leave for ten days or more in a calendar month which either does not carry any leave salary or carries leave salary equal to half pay or half average pay, as the case may be. The recovery may be postponed, on the subscriber's written request, by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

(3) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the sanctioning authority to be recovered by deduction from the emoluments of the subscriber in a lump sum or in monthly instalments not exceeding twelve, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under sub-rule (4) of Rule 13.

(4) Recoveries made under this rule shall be credited as they are made to the subscriber's account in the Fund.

15. *Wrongful use of advance*—Notwithstanding anything contained in these rules, if the sanctioning authority is satisfied that money drawn as an advance from the Fund under Rule 13 has been utilised for a purpose other than that for which sanction was recorded, he shall direct the subscriber to repay the amount in question to the Fund forthwith or, in default, order the amount to be recovered by deduction in one lump sum from the emoluments of the subscriber, and if the total amount to be repaid before than half the subscriber's emoluments recoveries shall be made in monthly instalments as may be determined.

FINAL WITHDRAWAL FROM THE FUND

16. *Withdrawal from the Fund*.—(1) Subject to the conditions specified herein, final withdrawals which will not be repayable may be sanctioned by the authorities competent to sanction an advance for special reasons under sub-rule (4) of Rule 13, at any time as follows :

NOTE—Forms of application and sanction order are given in Appendix 'B'.

(A) After the completion of twenty years of service (including periods of suspension followed by reinstatement and other broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever be

earlier from the amount standing to his credit in the Fund, for one or more of the following purposes, namely :

(a) Meeting cost of higher education, including where necessary the travelling expenses, of the subscriber or any dependent child of the subscriber in the following cases namely—

(i) education outside India for academic, technical professional or vocational course beyond the High School stage, and

(b) medical, engineering or other technical or specialised course in India beyond the High School stage.

(b) meeting the expenditure in connection with the marriage of the subscriber's sons or daughters, and any other relation actually dependent on him ;

(C) Meeting the expenses in connection with the illness confinement or disability including where necessary the travelling expenses, of the subscriber members of his family or any other person actually dependent on him ;

(B) After the completion of twenty years of service (including periods of suspension followed by reinstatement and other broken periods of service, if any and of subscriber or within ten years before the date of his retirement on superannuation whichever be earlier, and subject to the restrictions in respect of pay in force for the eligibility of advances for the purchase of a motor car, motor cycle or scooter (including moped) under the rules in the Financial Handbook Volume V, Part I, from the amount standing to his credit in the Fund, for one or more of the following purposes, namely—

(i) purchasing a motor car, motor cycle or scooter (including moped) or for repaying an advance already taken for the purpose under the rules in the Financial Handbook Volume V, Part I.

(ii) extensive repairs or overhauling of his motor car, motor cycle or scooter.

(C) After the completion of fifteen years of service (including period of suspension followed by reinstatement and other broken periods of service, if any), of a subscriber or within ten years before the date of his retirement on superannuation, whichever be earlier from the amount standing to his credit in the Fund for one or more of the following purposes, namely :

(a) Building or acquiring a suitable house or ready-built flat for his residence including the cost of the site :

(b) Repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready-built flat for his residence ;

(c) Purchasing a site for building a house for his residence or repaying any outstanding amount on account of loan expressly taken for his purpose ;

(d) Reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber ;

(e) Renovation, additions or alterations or upkeep of an ancestral house :

(f) Constructing a house on a site purchased under sub-clause (e) :

(D) After the completion of three years of service (including periods of suspension followed by reinstatement and other broken periods of service, if any), of a subscriber from the amount standing to his credit in the Fund for the purpose of paying premium-premia of policies of life insurance, not exceeding four, including existing policies he thereto being financed from the Fund, effected by the subscriber on his town life or on the joint lives of the subscriber and his/her wife or husband.

(E) Within twelve months before the date of the subscriber's retirement, from the amount standing to his credit in the Fund for the purpose of acquiring a farm land or business premises or both.

NOTE 1—Only one withdrawal shall be allowed for the same purpose under this rule. But marriage of different children or illness on different occasions or a further addition or alteration to a house or flat covered by a fresh plan duly approved by the municipal body of the area where the house or flat is situated or payment of premium premia of policies of life insurance and education of children in different years shall not be treated as the same purpose. If two or more marriages are to be celebrated simultaneously the amount admissible in respect of each marriage will be determined as if the withdrawals are sanctioned separately one after the other.

NOTE 2—Second of subsequent withdrawal under sub-clause (a) or (b) or clause (c) for completion of the same house shall be allowed up to the limit laid down under Note 5.

NOTE 3—Only one withdrawal shall be allowed in a year for the payment of premium/premia of all policies of life insurance.

NOTE 4—A subscriber who has availed himself of an advance for house-building purpose under the rules in the Financial Handbook, Volume V, Part I or has been allowed any assistance in this regard from any other Government source, shall be eligible for the grant of final withdrawal under sub-clauses (a), (c), (d) and (f) of clause (c) for the purposes specified therein and also for the purpose of repayment of any loan taken under the aforesaid rules subject to the limit specified in sub-rule (1) of Rule, 17.

NOTE 5—The house, flat or site for a house for which the amount, as aforesaid is proposed to be withdrawn shall be situated at the place of duty of the subscriber or his intended place of residence after retirement. If a subscriber has an ancestral house or built a house at a place other than the place of his duty with the assistance of loan taken from the Government, he shall be eligible for the grant of a final withdrawal under sub-clauses (a), (c) and (f) of clause (c) for purchase of a house site or for construction of another house or for acquiring a ready-built flat at the place of his duty.

NOTE 6.—Withdrawal for the purposes is specified in clause (c) shall be sanctioned after the sanctioning authority has satisfied itself that—

- (i) the amount is actually required for the purpose mentioned by the subscriber ;
- (ii) the subscriber possesses or intends to acquire forthwith the right to build a house on the proposed site ;
- (iii) the amount withdrawn together with such other private savings, if any, as the subscriber may have, would be sufficient to build, acquire or redeem the house of the type proposed ;
- (iv) in the case of withdrawal for the purchase of a house site, house or ready-built flat, the subscriber will secure an undisputed title to the house-site, house or flat including the site ;
- (v) for the purposes referred to in clause (iv) above, the subscriber has produced necessary deeds and papers to the sanctioning authority proving his title in respect of the property in question.

NOTE 7—The amount proposed to be withdrawn under sub-clause (b) of clause (c) together with the amount previously withdrawn in, if any, under sub-clause (a), shall not exceed 3/4th of the balance on the date of application.

NOTE 8—Withdrawal under sub-clauses (a) or (d) of clause (c) shall also be allowed where the house site or house is in the name of wife or husband provided she or he is the first nominee to receive Provident Fund money in the nomination made by the subscriber.

Explanation 1—Where a subscriber already own a house-site or a house or a flat, other than such share in a joint property as is not suitable for independent residential purpose he will not be sanctioned a withdrawal for the purchase, building, acquisition or redemption of a house-site or a house, or a flat as the case may be.

Explanation 2—Withdrawal may also be allowed for acquiring or building a house or a plot of land on lease from local bodies.

Explanation 3—Withdrawal is permissible for repayment of any sort of loan taken for house-building purposes whether the same has been taken from a private party or from Government under the Financial Handbook, Volume V, Part I, or under the Low or Middle Income Group Housing Scheme.

NOTE 9—Subject to the monetary limits laid down in clause (b) of sub-rule(1) of Rule 17, a withdrawal for the purchase of a motor car, motor cycle or scooter (including moped) may also be allowed when the subscriber has already taken an advance for the same purpose under the rules in the Financial Handbook, Volume V, Part I provided that the total amount from both these sources does not exceed the actual price of the motor car, motor cycle or scooter, as the case may be.

NOTE 10—The Life Insurance policies in respect of which withdrawal are sanctioned under clause (d) should not have been effected for the benefit of any beneficiary other than the wife or husband of the subscriber or the wife or husband and children of the subscriber or any of them.

NOTE 11—A withdrawal under this rule shall not be sanctioned if an advance under Rule 13 is being sanctioned for the same purpose and at the same time.

(2) Whenever a subscriber is in a position to satisfy the competent authority about the amount standing to his credit in the Fund with reference to his G. P. F. pass book or the latest available statement of General Provident Fund Account issued by the Account Officer under Rule 27, together with the evidence of subsequent subscriptions, the competent authority may

sanction withdrawal within the prescribed limit. In doing so, the competent authority shall take into account any withdrawal or advance already sanctioned in favour of the subscriber. The sanction for the withdrawal must indicate the General Provident Fund Account number and a copy thereof be endorsed to the drawing and disbursing officer maintaining the G. P. F. pass book as well as to the Account Officer.

(3) Ordinarily no withdrawal will be sanctioned to a subscriber during the last six months preceding his retirement on superannuation. In special case in which the sanction of such a withdrawal is unavoidable, it may be sanctioned but it will be the responsibility of the sanctioning authority to ensure that such a sanction is promptly notified to the Account Officer in the case of a Group 'D' employee and to the drawing and disbursing officer and the Account Officer in the case of other subscribers, and acknowledgement thereof obtained from them without any delay. It will also be ensured by the above authorities that the amount of withdrawal is duly adjusted against the amount to be paid to the subscriber under sub-rule (4) or clause (b) of sub-rule (5) of Rule 24, whichever is applicable.

17.—*Conditions for withdrawal*—(1) (a) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in clauses (A), (C), (D) or (E) of Rule 16 from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of such amount or six month's pay, whichever is less. In special cases the sanctioning authority may however, sanction the withdrawal of an amount in excess of this limit upto 3/4th of the balance at his credit in the Fund having due regard to (i) the object for which the withdrawal is being made and (ii) the amount to his credit in the Fund :

Provided that in no case the amount of withdrawal for purposes specified in sub-clauses (d) and (e) of clause (c) of sub-rule (1) of Rule 16 shall exceed Rs. 25,000.

NOTE 1—In the case of construction of a house, if the amount of withdrawal exceeds Rs. 25,000 it will ordinarily be permitted to be drawn in two instalments. However, if the subscriber applied for the entire amount of withdrawal to be released in one instalment and the sanctioning authority is satisfied with the justification given therefor, the entire amount may be released accordingly. The sanction will be issued for the entire amount of the withdrawal and if it is to be drawn in instalments, the number thereof will be specified in the sanctioning order.

NOTE 2—For outright purchase of a site, house or flat, or for the repayment of a loan taken for the purpose, the withdrawal may be allowed in one instalment. In cases where a subscriber has to pay in instalments for a site or a house or flat purchased, or a house or flat constructed under a scheme, including a Self Financing Scheme, of a Development Authority, Housing Board, Local Body or House Building Co-operative Society, he shall be permitted to make a withdrawal as and when he is called upon to take a payment of any instalment. Every such payment shall be treated as a payment for a separate purpose for the purposes of sub-rule (1) of Rule 16.

(b) The amount of withdrawal for the purposes specified in sub-clause (i) of clause (B) of sub-rule (1) of rule 16 shall be limited to Rs. 50,000 or one-half of the amount standing to the credit of the subscriber in the Fund or the actual price of the motor car, motor cycle or scooter (including moped), as the case may be, whichever is the least.

(c) The amount of withdrawal for the purposes specified in sub-clause (ii) of clause (B) of sub-rule (1) of Rule 16 shall be limited to Rs. 5,000 or one-half of the amount standing to the credit of the subscriber in the Fund or the actual amount of repairing or overhauling, whichever is the least.

(2) A subscriber who has been permitted to withdraw money from the Fund under Rule 16 shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn, and if he fails to do so. The whole of the sum so withdrawn or so much thereof has not been utilised for the purpose for which it was withdrawn, shall forthwith be repaid in one lump sum by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump sum or in such number of monthly instalments, as may be determined.

NOTE 1—The withdrawal for marriage shall be utilised within three months.

NOTE 2—The construction of the house shall be commence within six months of withdrawal of money and should be completed within a period of one year from the date of commencement of construction. If however, the house is to be purchased or redeemed or a private loan previously raised for the purpose has to be repaid, this should be done within three months of the withdrawal.

NOTE 3—The house-site shall be purchased within a period of one month of the withdrawal, or the withdrawal of the first instalment, as the case may be. In fulfilment of this.

condition, the sanctioning authority may require the production of receipts issued by the seller, the house building society, etc. in token of the amount of the withdrawal/instalment having been utilised for making payment towards purchase of the site.

Explanation—The actual expenditure incurred in connection with sale or transfer deeds may be reckoned as part of the cost of the house or house-site.

NOTE 4—The withdrawal for an insurance policy shall be utilised by the date on which premium was due to be paid and the subscriber shall be required to produce attested or photostat copy of the receipt issued by the Life Insurance Corporation failing which no further withdrawal for this purposes shall be permitted.

(3) A subscriber who has been permitted under sub-clauses (a), (b) or (c) of clause (C) of sub-rule (1) of Rule 16 to withdraw money from the amount standing to his credit in the Fund shall not part with the possession of the house built or acquired or house-site purchased with the money so withdrawn, whether by way of sale, mortgage (other than mortgage to the Governor), gift, exchange or otherwise, without the previous permission of the Governor :

Provided that such permission shall not be necessary for—

- (i) the house or house-site being leased for any term not exceeding three years, or
- (ii) its being mortgaged in favour of a Housing Board, Development Authority, Local Body, Nationalised Bank, the Life Insurance Corporation or any other Corporation owned or controlled by the Central or the State Government which advances loans for the construction of a new house or for making additions or alterations to an existing house.

18. *Conversion of an advance into a withdrawal*—The authority competent to sanction an advance for special reasons under sub-rule (4) of Rule 13 may, on a written request from a subscriber who has earlier drawn a temporary advance under Rule 13 for a purpose for which a final withdrawal is also admissible under Rule 16, convert the outstanding balance of the advance into a withdrawal, subject to the fulfilment of conditions laid down in Rules 16 and 17.

NOTE 1—The drawing and disbursing officer shall on receipt of information from the competent authority mentioned above, regarding conversion of an advance into a withdrawal, stop recovery from the pay bills. In the case of gazetted subscribers who are self-drawing officers, the competent authority shall endorse a copy of the order regarding such conversion to the Treasury Officer from here the subscriber draws his pay in order to enable the former to stop further recoveries. In every case of conversion the competent authority shall endorse a copy of his order to the Account Officer also.

NOTE 2—The amount of an advance to be converted into a withdrawal shall not exceed the limits laid down in sub-rule (1) of Rule 17 and for this purpose the balance in the account of the subscriber at the time of conversion plus the outstanding amount of advance shall be taken as the balance at his credit in the Fund. Each withdrawal shall be treated as a separate one and the same principle shall apply in the event of more than one conversion.

RE-ASSIGNMENT OF INSURANCE POLICIES

19. *Re-assignment of Insurance Policies*—After the commencement of these Rules, the Account Officer shall take the following action in respect of the existing policies hereto being financed from the Fund :—

(i) If the policy had been assigned to the Governor under the rules heretofore in force, reassign the policy in Form (1) in the Third Schedule to the subscriber, or to the subscriber and the joint assured, as the case may be, and make it over to the subscriber together with a signed notice of the reassignment addressed to the Life Insurance Corporation ;

(ii) If the policy had simply been delivered to him under the rules heretofore in force, make over the policy to the subscriber ;

(iii) If the subscriber has died, the Account Officer shall—

(a) If the policy had been assigned to the Governor under the rules heretofore in force, re-assign the policy in Form (2) in the Third Schedule to such person as may be legally entitled to receive it, and shall make over the policy to such person together with a signed notice of the re-assignment addressed to the Life Insurance Corporation ;

sanction withdrawal within the prescribed limit. In doing so, the competent authority shall take into account any withdrawal or advance already sanctioned in favour of the subscriber. The sanction for the withdrawal must indicate the General Provident Fund Account number and a copy thereof be endorsed to the drawing and disbursing officer maintaining the G. P. F. pass book as well as to the Account Officer.

(3) Ordinarily no withdrawal will be sanctioned to a subscriber during the last six months preceding his retirement on superannuation. In special case in which the sanction of such a withdrawal is unavoidable, it may be sanctioned but it will be the responsibility of the sanctioning authority to ensure that such a sanction is promptly notified to the Account Officer in the case of a Group 'D' employee and to the drawing and disbursing officer and the Account Officer in the case of other subscribers, and acknowledgement thereof obtained from them without any delay. It will also be ensured by the above authorities that the amount of withdrawal is duly adjusted against the amount to be paid to the subscriber under sub-rule (4) or clause (b) of sub-rule (5) of Rule 24, whichever is applicable.

17.—*Conditions for withdrawal*—(1) (a) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in clauses (A), (C), (D) or (E) of Rule 16 from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of such amount or six month's pay, whichever is less. In special cases the sanctioning authority may however, sanction the withdrawal of an amount in excess of this limit upto 3/4th of the balance at his credit in the Fund having due regard to (i) the object for which the withdrawal is being made and (ii) the amount to his credit in the Fund :

Provided that in no case the amount of withdrawal for purposes specified in sub-clauses (d) and (e) of clause (c) of sub-rule (1) of Rule 16 shall exceed Rs. 25,000.

NOTE 1—In the case of construction of a house, if the amount of withdrawal exceeds Rs. 25,000 it will ordinarily be permitted to be drawn in two instalments. However, if the subscriber applied for the entire amount of withdrawal to be released in one instalment and the sanctioning authority is satisfied with the justification given therefor, the entire amount may be released accordingly. The sanction will be issued for the entire amount of the withdrawal and if it is to be drawn in instalments, the number thereof will be specified in the sanctioning order.

NOTE 2—For outright purchase of a site, house or flat, or for the repayment of a loan taken for the purpose, the withdrawal may be allowed in one instalment. In cases where a subscriber has to pay in instalments for a site or a house or flat purchased, or a house or flat constructed under a scheme, including a Self Financing Scheme, of a Development Authority, Housing Board, Local Body or House Building Co-operative Society, he shall be permitted to make a withdrawal as and when he is called upon to take a payment of any instalment. Every such payment shall be treated as a payment for a separate purpose for the purposes of sub-rule (1) of Rule 16.

(b) The amount of withdrawal for the purposes specified in sub-clause (i) of clause (B) of sub-rule (1) of rule 16 shall be limited to Rs. 50,000 or one-half of the amount standing to the credit of the subscriber in the Fund or the actual price of the motor car, motor cycle or scooter (including moped), as the case may be, whichever is the least.

(c) The amount of withdrawal for the purposes specified in sub-clause (ii) of clause (B) of sub-rule (1) of Rule 16 shall be limited to Rs. 5,000 or one-half of the amount standing to the credit of the subscriber in the Fund or the actual amount of repairing or overhauling, whichever is the least.

(2) A subscriber who has been permitted to withdraw money from the Fund under Rule 16 shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn, and if he fails to do so. The whole of the sum so withdrawn or so much thereof has not been utilised for the purpose for which it was withdrawn, shall forthwith be repaid in one lump sum by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump sum or in such number of monthly instalments, as may be determined.

NOTE 1—The withdrawal for marriage shall be utilised within three months.

NOTE 2—The construction of the house shall be commenced within six months of withdrawal of money and should be completed within a period of one year from the date of commencement of construction. If however, the house is to be purchased or redeemed or a private loan previously raised for the purpose has to be repaid, this should be done within three months of the withdrawal.

NOTE 3—The house-site shall be purchased within a period of one month of the withdrawal, or the withdrawal of the first instalment, as the case may be. In fulfilment of this

condition, the sanctioning authority may require the production of receipts issued by the seller, the house building society, etc. in token of the amount of the withdrawal/instalment having been utilised for making payment towards purchase of the site.

Explanation—The actual expenditure incurred in connection with sale or transfer deeds may be reckoned as part of the cost of the house or house-site.

NOTE 4—The withdrawal for an insurance policy shall be utilised by the date on which premium was due to be paid and the subscriber shall be required to produce attested or photostat copy of the receipt issued by the Life Insurance Corporation failing which no further withdrawal for this purposes shall be permitted.

(3) A subscriber who has been permitted under sub-clauses (a), (b) or (c) of clause (C) of sub-rule (1) of Rule 16 to withdraw money from the amount standing to his credit in the Fund shall not part with the possession of the house built or acquired or house-site purchased with the money so withdrawn, whether by way of sale, mortgage (other than mortgage to the Governor), gift, exchange or otherwise, without the previous permission of the Governor :

Provided that such permission shall not be necessary for—

- (i) the house or house-site being leased for any term not exceeding three years, or
- (ii) its being mortgaged in favour of a Housing Board, Development Authority, Local Body, Nationalised Bank, the Life Insurance Corporation or any other Corporation owned or controlled by the Central or the State Government which advances loans for the construction of a new house or for making additions or alterations to an existing house.

18. *Conversion of an advance into a withdrawal*—The authority competent to sanction an advance for special reasons under sub-rule (4) of Rule 13 may, on a written request from a subscriber who has earlier drawn a temporary advance under Rule 13 for a purpose for which a final withdrawal is also admissible under Rule 16, convert the outstanding balance of the advance into a withdrawal, subject to the fulfilment of conditions laid down in Rules 16 and 17.

NOTE 1—The drawing and disbursing officer shall on receipt of information from the competent authority mentioned above, regarding conversion of an advance into a withdrawal, stop recovery from the pay bills. In the case of gazetted subscribers who are self-drawing officers, the competent authority shall endorse a copy of the order regarding such conversion to the Treasury Officer from where the subscriber draws his pay in order to enable the former to stop further recoveries. In every case of conversion the competent authority shall endorse a copy of his order to the Account Officer also.

NOTE 2—The amount of an advance to be converted into a withdrawal shall not exceed the limits laid down in sub-rule (1) of Rule 17 and for this purpose the balance in the account of the subscriber at the time of conversion plus the outstanding amount of advance shall be taken as the balance at his credit in the Fund. Each withdrawal shall be treated as a separate one and the same principle shall apply in the event of more than one conversion.

RE-ASSIGNMENT OF INSURANCE POLICIES

19. *Re-assignment of Insurance Policies*—After the commencement of these Rules, the Account Officer shall take the following action in respect of the existing policies hereto being financed from the Fund :—

(i) If the policy had been assigned to the Governor under the rules heretofore in force, reassign the policy in Form (1) in the Third Schedule to the subscriber, or to the subscriber and the joint assured, as the case may be, and make it over to the subscriber together with a signed notice of the reassignment addressed to the Life Insurance Corporation ;

(ii) If the policy had simply been delivered to him under the rules heretofore in force, make over the policy to the subscriber ;

(iii) If the subscriber has died, the Account Officer shall—

(a) If the policy had been assigned to the Governor under the rules heretofore in force, re-assign the policy in Form (2) in the Third Schedule to such person as may be legally entitled to receive it, and shall make over the policy to such person together with a signed notice of the re-assignment addressed to the Life Insurance Corporation ;

(b) if the policy had simply been delivered to him under the rules heretofore in force, make over the policy to the beneficiary, if any or, if there is no beneficiary, to such person as may be legally entitled to receive it :

Provided that if a policy assigned to the Governor has matured or fallen due for payment by reason of the death of the subscriber's wife or husband and the amount assured has been realised by the Account Officer from the Life Insurance Corporation and credited to the account of the subscriber, the said policy need not be re-assigned.

FINAL PAYMENTS OF ACCUMULATIONS IN THE FUND

20. *Final payments of accumulations in the Fund*—When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him :

Provided that a subscriber, who has been dismissed from the service and is subsequently reinstated shall, if required to do so by the Government, repay any amount paid to him from the Fund in pursuance of this rule, in a lump sum or in instalments as may be determined. The amount so repaid shall be credited to his account :

Provided further that where a subscriber after quitting the service takes up appointment, with or without any break, on a new post under the Central Government, another State Government or an Undertaking the amount of his subscriptions together with interest thereon may, if he so desires, be transferred to his new Provident Fund Account if the concerned Government or Undertaking, as the case may be, also agree to such a transfer. If, however, the subscriber does not opt for such transfer or the concerned Government or Undertaking does not agree to it, the amount aforesaid shall be refunded to the subscriber.

21. *Retirement of subscriber*—When a subscriber—

(a) has proceeded on leave preparatory to retirement or if he is employed in a vacation department, on leave preparatory to retirement combined with vacation, or

(b) while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service, the amount standing to his credit in the Fund shall, upon application made by him in that behalf become payable to the subscriber:

Provided that, if in a case covered by clause (b) the subscriber returns to duty, he may at his discretion repay to the Fund for credit to his account, the amount paid to him in pursuance of this rule.

22. *Procedure on death of subscriber*—On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made, the amount at the credit of the subscriber shall be paid in the following manner :—

(i) When the subscriber leaves a family and—

(a) if a nomination made by the subscriber in accordance with the provisions of Rule 5, or of the corresponding rule heretofore in force, in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination :

(b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares :

Provided that no share shall be payable to—

- (1) Sons who have attained majority;
- (2) Sons of a deceased son who have attained majority;
- (3) Married daughters whose husbands are live;
- (4) Married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than these specified in clauses (1), (2), (3) and (4):

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

NOTE 1—Any sum payable under this rule to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Funds Act, 1925.

NOTE 2—When a nominee is a dependent of the subscriber as defined in clause (c) of section 2 of the Provident Funds Act, 1925, the amount vests in such nominee under sub-section (2) of section 3 of the Act.

(ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Rule 5, or of the corresponding rule heretofore in force, in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

(iii) When the subscriber leave no family and no nomination made by him in accordance with the provisions of Rule 5 subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Funds Act, 1925, shall be applicable to the whole amount or the part thereof, to which the nomination does not relate.

23. *Deposit—linked Insurance Scheme*—On the death of a subscriber during service, the Account Officer in the case of subscribers belonging to Group 'D' and the authority specified in paragraph 2 of the Second Schedule in other cases shall sanction subject to the following conditions payment of an additional amount equal to the average balance in the account during the 3 years immediately preceding the death of such subscriber and arrange its prompt disbursement to the person entitled to receive the amount standing to the credit of the subscriber by the drawing and disbursing officer :—

(a) The balance at the credit of such subscriber shall not at any time during the three years preceding the month of death have fallen below the limits of—

(i) Rs. 4,000 in the case of a subscriber belonging to Group 'A' (i.e. a Gazetted Officer who has held for the greater part of the aforesaid period of three years a post the maximum of the pay scale of which is more than Rs. 1,720);

(ii) Rs. 2,500 in the case of a subscriber belonging to Group 'B' (i.e. a Gazetted Officer who has held, for the greater part of the aforesaid period of three years, a post the maximum of the pay scale of which is not more than Rs. 1,720);

(iii) Rs. 1,000 in the case of a subscriber belonging to Group 'C' (i.e. a Non-gazetted officers who has held for the greater part of the aforesaid period of three years a post the minimum of the pay scale of which is Rs. 354 or more);

(iv) Rs. 500 in the case of a subscriber belonging to Group 'D' (i.e. all other non-gazetted officials);

(b) The additional amount payable under this rule shall not exceed Rs. 10,000;

(c) The subscriber has put in atleast five years service at the time of his death.

NOTE 1—The average balance shall be worked out on the basis of the balance at the credit of the subscriber at the end of each of the 36 months preceding the month in which the death occurs. For this purpose as also for checking the minimum balances prescribed above—

(a) the balance at the end of March shall include the annual interest credited in terms of Rule 11; and

(b) if the last of the aforesaid 36 months is not March, the balance at the end of the said last month shall include interest in respect of the period from the beginning of the financial year in which death occurs to the end of the said last month.

NOTE 2—Payments under this scheme should be in whole rupees. The amount shall be rounded off to the nearest whole rupee, a part of the rupee less than fifty paise shall be ignored and any other part shall be counted as next higher rupee.

NOTE 3—Any sum payable under this scheme is in the nature of insurance money and, therefore, the protection given by section 3 of the Provident Funds Act, 1925 does not apply to sums payable under this scheme.

NOTE 4—Where a Government servant has been admitted to the Fund under Rule 25 or 26 but dies before completion of three years of service or as the case may be, five years of service from the date of his admission to the Fund, that period of his service under the previous employer in respect whereof the amount of his subscriptions and the employer's contribution if any, together with interest have been received, shall count for purposes of clause (a) and clause (c). The average balance referred to in Note 1 above in respect of service under the previous employer shall be worked out on the basis of the records of that employer.

NOTE 5—In case of subscribers other than those belonging to Group 'D', the amount paid under this rule shall be intimated to the Account Officer who will check the calculations and if it is found that an excess amount had been paid, the said amount shall be deducted from the residual amount to be paid under clause (c) of sub-rule (5) of Rule 24 and the payment of the remaining balance only after such deduction shall be authorised by the Account Officer. In case any short payment is found to have been made under this rule, the balance due shall be added to the aforesaid residual amount and the payment of such total amount authorised by the Account Officer.

24. *Manner of payment of amount in the Fund*—(1) When the amount standing to the credit of a subscriber in the Fund becomes payable it shall be paid as provided in section 4 of the Provident Funds Act, 1925 in the manner hereinafter prescribed.

(2) If the person to whom, under these rules, any amount or policy is to be paid, assigned, re-assigned or delivered is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act, 1912, the payment or re-assignment or delivery will be made to such manager and not to the lunatic.

(3) Payment shall be made in India in Rupees only. The person to whom the amount is payable shall make his own arrangement to receive payment in India.

(4) Where the subscriber was a Group 'D' employee, an application in Form 425-B set forth in the Fourth Schedule shall be made to the Account Officer, ordinarily, in the case of retirement on superannuation six months prior to the date of retirement and within one month from the date on which the amount became payable, in other cases. The Account Officer shall, subject to adjustment if any, make payment of the amount standing to the credit of the subscriber in his G. P. F. pass-book on the date of retirement in case of retirement on superannuation and within three months from the date on which the amount became payable in other cases.

(5) (a) In the case of other subscribers two applications in Form 425-A set forth in the Fourth Schedule shall be made to the drawing and disbursing Officer, in triplicate, one for payment of 90 per cent of balance in the G. P. F. pass-book and the other for the residual amount. Ordinarily, the applications shall be made six months prior to the date of retirement in case of retirement on superannuation and within one month from the date on which the amount became payable in other cases.

(b) The drawing and disbursing officer shall thereupon, prepare calculation sheets on the prescribed form of the current as well as five preceding financial years, in triplicate, and forward, within one month from the date of receipt of the applications, two copies of the calculation sheets with two copies of the applications and G. P. F. pass-book to the senior most officer dealing with accounts attached to the Head of the Department, who, after subjecting them to appropriate checks, forward the same, within one month to the sanctioning authority mentioned in paragraph 2 of the Second Schedule within his recommendation for payment of 90 per cent of the balance of G. P. F. pass-book. Such sanctioning authority shall pass an order for the payment of 90 per cent of the balance of G. P. F. on the application and communicate the same to the drawing and disbursing officer, the Treasury Officer concerned and the Account Officer, in the form set forth in Appendix "C" so as to enable the recipient to receive the payment, in case of retirement on superannuation on that date of retirement, and within three months from the date on which the amount became payable, in the other cases.

NOTE—Where, in any department, there is no officer dealing with accounts the checking of calculation sheets shall be done by the officer-in-charge of the Treasury of the concerned district.

(c) The sanctioning authority shall forward to the Account Officer the application, duly completed, along with the order of sanction of 90 per cent balance and the copies of the calculation sheets with the G. P. F. pass-book to enable him to authorise payment of the residual amount. In case of retirement on superannuation the application shall be forwarded 3 months before the date of retirement and in other cases without avoidable delay. Account Officer shall after reconciliation of Account and subject to adjustment, if any, issue

order for payment of the residual amount so as to enable the recipient to receive the payment, in case of retirement on superannuation on the date of retirement or as soon thereafter as may be but, in any case, not later than three months after such date, and within three months from the date on which the amount became payable, in other cases.

TRANSFER OF ACCUMULATIONS IN THE FUND

25. *Procedure on appointment to Government service of a person from the service of Central or any other State Government*—(a) If a Government servant who is a subscriber to a non-contributory Provident Fund of the Central or any other State Government is appointed to the service of the Uttar Pradesh Government permanently or temporarily and is likely to be made permanent in due course, the balance at his credit in such other Fund on the date of transfer may, with the consent of the other Government, be transferred to his credit in the Fund.

(b) If a Government servant who is a subscriber to a Contributory Provident Fund of the Central or any other Government is appointed to the service of the Uttar Pradesh Government permanently or temporarily and is likely to be made permanent in due course—

(i) the balance at his credit in such Contributory Provident Fund on the date of such appointment shall, with the consent of the other Government be transferred to his credit in the Fund;

(ii) the amount of such other Government contribution, with interest thereon, standing to his credit in the Contributory Provident Fund shall, with the consent of the other Government, be credited to the State Revenues.

26. *Procedure on transfer to Government service of a person from the service of an Undertaking*—If a person admitted to the Fund was previously a subscriber to a Provident Fund of an Undertaking or governed by the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (Act No. 19 of 1952), the amount of his subscriptions and the employer's contribution, if any, together with the interest thereon, may be transferred to his credit in the Fund, with the consent of that body.

RULES OF PROCEDURE

27. *Annual statement of account to be supplied to subscriber*—(1) The Account Officer shall within six months after the close of each year, send to each subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest and Incentive Bonus, if any, credited as on the 31st March of the year and the closing balance on that date.

(2) The Account Officer shall also give on reverse of the statement of account full particulars of missing credits, if any.

(3) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Account Officer within three months from the date of its receipt, along with relevant extracts from the G. P. F. pass-book, duly verified by the drawing and disbursing officer concerned.

28. *General Provident Fund Pass-Book*—(1) All drawing and disbursing officers shall maintain a G. P. F. pass-book in respect of the General Provident Fund Account of each subscriber working under them, in such manner and in such form as may be prescribed by the Government and the subscriber shall be entitled to receive a copy of the G. P. F. pass-book on payment of such fee as may be prescribed and to get it undated at such intervals and in such manner as may be prescribed by the Government.

(2) When a subscriber is transferred to another Government Department or an Undertaking, his pass book completed in all respects till the date of his transfer shall be forwarded to such other Government Department or Undertaking along with his Last Pay Certificate and a mentioned regarding the closing balance as on the date of transfer in the G. P. F. pass-book shall be made in the Last Pay Certificate. The pass book so received will be maintained by such Government Department/Undertaking in the same manner as prescribed in sub-rule (1).

By order,
J. P. SINGH,
Sachiv.

FIRST SCHEDULE [RULE 5(3)]

FORM OF NOMINATION

Whether the subscriber has a family—yes/No.

General Provident Fund Account No.

I.....(full name) hereby nominate the person(s) mentioned below who is/are member(s)/not member(s) of my family as defined in Rule 2(c) of the General Provident Fund (Uttar Pradesh) Rules 1985 to receive the amount that may stand to my credit in the Fund as indicated below in the event of my death before that amount has become payable for having become payable has not been paid.

Name and full address of the nominee(s)	Relationship with the subscriber	Age of the nominee(s)	Share payable to each nominee	Contingencies on the happening of which the nomination will become invalid	Name address and relationship of the person(s) if any to whom the right of nominee shall pass in the event of his predeceasing the subscriber
1	2	3	4	5	6

Date.....month.....19.....

Station :

Two witnesses to signature.

Name Address Signature.

Signature of the subscriber.

1.
2. Name in Block letters
Designation

NOTE—A subscriber who has a family at the time of making nomination shall make such nomination only in favour of a member or members of his family. In case of a subscriber who had no family at the time of making nomination it shall become invalid in the event of his subsequently acquiring a family.

(Reverse of the form).

Space for use by the Head of the Department/Head of Office.

Nomination by Sri/Smt./Kumari Designation.....

Date of receipt of nomination.....

Signature
Head of Department/Head of Office.

Designation
Date

Instructions for the subscriber :

(a) State whether you have a family—Definition of term 'family' as given in the General Provident Fund (Uttar Pradesh) Rules, 1985 is reproduced below :

Family means

(i) in the case of a male subscriber the wife/wives and children of a subscriber, and the widow or widows and children of a deceased son of the subscriber provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs, to be entitled, to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently intimates in writing to the Account Officer that she shall continue to be so regarded;

(ii) in the case of a female subscriber the husband and children of a subscriber, and the widow or widows and children of a deceased son of a subscriber, provided that if a subscriber by notice in writing to the Account Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relates, unless the subscriber subsequently cancels such notice in writing.

NOTE—Child means a legitimate child and includes an adopted child, where adoption is recognised by the personal law governing the subscriber.

(b) Account number should be written correctly.

(c) Column 4 If only one person is nominated the words 'in full' should be written against the nominee. If more than one person is nominated the share payable to each nominee, covering the whole amount of the Provident Fund, shall be specified.

(d) Column 5—Death of nominee(s) should not be mentioned as contingency in this column.

(e) Column 6—Do not mention your name in this column.

(f) Draw line across the blank space below last entry to prevent insertion of any name after you have signed.

SECOND SCHEDULE (RULE 13)

AUTHORITIES COMPETENT TO GRANT TEMPORARY ADVANCES

1. An advance for the grant of which special reasons are not required under sub-rule (4) of rule 13, may be sanctioned by the authority competent to grant an advance of pay on transfer under paragraph 249 of the Financial Handbook, Volume V, Part I.

2. An advance for the grant of which special reasons are required under sub-rule (4) of rule 13, may be sanctioned by the following authorities or such other authorities as may be declared competent by the Government from time to time.

(i) A department of the Government of Uttar Pradesh.

(ii) The following heads of departments and other authorities namely—

- (1) A Secretary to Government.
- (2) The Secretary, Board of Revenue.
- (3) The High Court of Judicature at Allahabad.
- (4) The Commissioners of Divisions.
- (5) The Principal Chief/Chief Conservators of Forests.
- (6) The Engineer-in-Chief/Chief Engineers of Public Works Department.
- (7) The Directors of Education/Higher Education and Additional Directors of Education/Secondary Education.
- (8) The Director of Medical Health and Family Welfare.
- (9) The Director-General/Inspectors General of Police.
- (10) The Inspector-General of Prisons.
- (11) The Legal Remembrancer.
- (12) The Conservators of Forests.
- (13) The Soperintending Engineers, Public Works Department.
- (14) The Director of Agriculture.
- (15) The Director of Industries.
- (16) The Commissioner of Excise.
- (17) The Inspector-General of Registration.
- (18) The Registrar, Co-operative Societies.
- (19) The Director of Animal Husbandry.
- (20) The President, Legislative Council.
- (21) The Speaker, Legislative Assembly.
- (22) The President, Court of Wards.
- (23) The Hydro-Electric Engineer, Irrigation Branch.
- (24) The Chairman, Public Service Commission.
- (25) The Secretary to the Governor.
- (26) The Labour Commissioner.

- (27) The Transport Commissioner.
- (28) The Chief Mechanical Engineer, Mechanical Engineering Department, U. P. Government, Kanpur.
- (29) The Joint Director of Agriculture.
- (30) The Deputy Directors of Education.
- (31) The Cane Commissioner.
- (32) The Sales Tax Commissioner.
- (33) The Land Reforms Commissioner.
- (34) The Director of Panchayat Raj.
- (35) The Chief Electrical Inspector to Government.
- (36) The Director of Training and Employment.
- (37) The Commissioner for Agricultural Production and Rural Development.
- (38) The Director of Economic Intelligence and Statistics.
- (39) The Director of Fruit Utilisation, Uttar Pradesh.
- (40) The Director of Information.
- (41) The Consolidation Commissioner.
- (42) The Director of Vigilance.
- (43) The Chief Audit Officer, Co-operative Societies and Panchayats.
- (44) The Principal K. N. College, Gyanpur (Varanasi).
- (45) The Presiding Officer, Industrial Tribunal.
- (46) The Chairman, Vigilance Commission and President Administrative Tribunal (1).
- (47) The Additional Director of Industries.
- (48) The Entertainment and Betting Tax Commissioner.
- (49) The Food Commissioner.
- (50) The Director of Treasuries.
- (51) The Director of Lotteries,
- (52) The Director of Cultural Affairs,
- (53) The Additional Director (Administration), Medical, Health and Family Welfare.
- (54) The Divisional Joint Directors, Medical, Health and Family Welfare.
- (55) The Secretary, Lok Ayukt.

(iii) in respect of non-gazetted officers only :—

- (a) The Deputy Inspectors General of Police (in respect of staff above the rank of Head Constable).
 - (b) The Deputy Inspector-General Government Railway Police.
 - (c) The District and Sessions Judges.
 - (d) The Director, Printing and Stationery.
 - (e) The District Officers.
 - (f) The Superintendents of Police (in respect of Head Constables and Constables).
 - (g) The Joint Director, Printing and Stationery.
 - (h) The Director, National Cadet Corps.
 - (i) The Deputy Food Commissioner (in respect of Non-gazetted staff at Headquarter).
 - (j) The Regional Food Controllers (in respect of all non-gazetted staff under them).
 - (k) The Deputy Director, N. C. C.
 - (l) The Additional Cane Commissioner (Administration).
 - (m) The Deputy Sales Tax Commissioner.
 - (n) The Zonal Additional/Joint/Deputy Directors of Industries,
- Provided that no subscriber shall sanction an advance to himself.

Where a subscriber himself is the authority referred to in paragraphs 1 and 2 above, an advance to him under these rules shall require the sanction of the next higher authority.

THIRD SCHEDULE (RULE 19)
FORMS OF RE-ASSIGNMENT BY THE GOVERNOR OF THE UTTAR PRADESH

FORM (1)

In pursuance of Rule 19 of the General Provident Fund (Uttar Pradesh) Rules, 1985, the Governor of the Uttar Pradesh doth hereby re-assign the within policy of assurance to the above-named A.B./A.B. and C.D.

Dated this day of 19.....

Executive by, Account Officer of the Fund for and on behalf of the Governor of the Uttar Pradesh, in the presence of.....

YZ

(One witness who should add his designation and address.)

XY

Signature of the Account Officer.

FORM (2)

The above named A. B. having died on the day of 19..... the Governor of the Uttar Pradesh doth hereby re-assign the within policy of assurance to C. D. *in pursuance of Rule 19 of the General Provident Fund (Uttar Pradesh) Rules 1985.

Dated this day of 19.....

Executed by, Account Officer of the Fund for and on behalf of the Governor of the Uttar Pradesh, in the presence of.....

YZ

(One witness who should add his designation and address.)

XY

Signature of the Account Officer.

*Fill in particulars of persons legally entitled to receive the policy.

FOURTH SCHEDULE [RULE 24(5) (a) (4)]

FORM 425-A

(For Government servants other than those belonging to Group 'D')

PART I

FORM OF APPLICATION FOR FINAL PAYMENT OF 90 PER CENT OF BALANCE

IN THE GENERAL PROVIDENT FUND ACCOUNT

To

(Drawing and Disbursing Officer)

SIR,

I am due to retire/have proceeded on leave preparatory to retirement for months/have resigned from Government service and my resignation has been accepted/have been discharged/dismissed with effect from forenoon/afternoon.

2. I request that 90 per cent of the balance at my credit in my General Provident Fund Account, with interest and bonus (if any) due under the rules, may be paid to me. My Provident Fund Account No. is.....

3. A sum of Rs. was last deducted as Provident Fund subscription from my pay bill for the month of 19.....

4. I certify that I have neither drawn any temporary advance nor made any final withdrawal from my Provident Fund Account during the current as well as five preceding financial years.

Details of final withdrawals/last temporary advance together with details of recovery, taken by me from my Provident Fund Account during the current as well as five preceding financial years are given below :—

A—Final Withdrawals

Serial no.	Amount of withdrawal	Date of drawal
(1)		
(2)		
(3)		
(4)		

B—Temporary Advance

Amount of advance	Date of drawal	Number of instalments which amount was to be re-covered	Number of instalments and amount recovered upto the date of application	Number of instalments and amount un-recovered upto the date of application	If the recovery has not been regular give reasons therefor

5. I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me from my Provident Fund Account during the current as well as five preceding financial years for payment of Insurance premia :

Serial no.	Amount	Date of drawal
1		
2		
3		
4		
5		
6		

6. The particulars of the Life Insurance policies financed by me from the Provident Fund which are to be released are given below :

Serial no.	Policy No.	Name of Branch of Life Insurance Corporation of India	Sum assured
1			
2			
3			
4			

7. I undertake that if any payment is made to me in excess of 90 per cent of the balance in the G. P. F. pass-book and such excess payment has not been adjusted from the payment of residual amount or from the Gratuity, I shall pay such excess amount to the Government.

Station :
Date :

Yours faithfully,
(Signature)
Name and address.

PART II

FORM OF APPLICATION FOR FINAL PAYMENT OF THE RESIDUAL AMOUNT IN THE GENERAL PROVIDENT FUND ACCOUNT

To

THE ACCOUNTANT-GENERAL,
UTTAR PRADESH, ALLAHABAD.

(THROUGH THE DRAWING AND DISBURSING OFFICER)

SIR,

I AM due to retire/have retired/have proceeded on leave preparatory to retirement for months/have resigned from Government service and my resignation has been accepted/have been discharged/dismissed with effect from....., forenoon/afternoon.

2. I have submitted an application (*vide* Part I above) for the payment of 90 per cent of the balance at my credit in my General Provident Fund Account No. with interest and bonus (if any) due under the rules. I hereby request that the residual amount, after payment of 90 per cent of the balance in my General Provident Fund Account, may also be paid to me through the Drawing and Disbursing Officer/..... Treasury/Sub-treasury.

*3. My specimen signatures, in duplicate, duly attested by a Gazetted Officer, are enclosed.

Station :

Date :

Yours faithfully,

(Signature)

Name and Designation.

*Paragraph 3 applies only when payment is desired through a Treasury/Sub-Treasury.

PART III

FORM OF APPLICATION FOR FINAL PAYMENT OF 90 PER CENT OF BALANCE IN THE GENERAL PROVIDENT FUND ACCOUNT OF A DECEASED SUBSCRIBER (TO BE USED BY NOMINEES OR OTHER CLAIMANTS WHERE NO NOMINATION SUBSISTS)

To

(DRAWING AND DISBURSING OFFICER)

SIR,

It is requested that arrangements may be made for the payment of 90 per cent of the balance in the General Provident Fund Account of Sri/Srimati..... with interest and bonus (if any) due under the rules. The necessary particulars are given below :

1. Name of the Government servant.
2. Post held by the Government servant.
3. Date of death (enclose certificate of death).
4. Provident Fund Account No.
5. Details of members of the family, as defined in Rule 2, of the subscriber :—

Serial no.	Name	Relationship with the subscriber	Age on the date of subscribers death	In case of a daughter or a daughter of a deceased son of the subscriber, state whether she was unmarried, married or widowed on the date of subscriber's death.
1				
2				
3				
4				
5				
6				

6. Details of the nominees alive on the date of death of subscriber, if nomination subsists :—

Serial no.	Name of the Nonimee	Relationship with the subscriber	Share of nominee	Reasons for the claim if the nominee is not a member of the subscriber's family
1				
2				
3				
4				

7. In the case of amount due to a minor child whose mother (widow of subscriber), is not Hindu, the claim should be supported by Indemnity Bond or Guardianship Certificate, as the case may be.

8. If the subscriber has left no family and no nomination subsists the names of persons to whom the Provident Fund money is payable (to be supported by letters of probate or succession certificate, etc.) :

Serial no.	Name	Relationship with the subscriber	Address
1			
2			
3			
4			

9. Religion of the claimant(s).

10. The payment is desired through the Drawing and Disbursing Officer/through the Treasury/Sub-treasury. In this connection the following documents duly attested by a Gazetted Officer in service/Magistrate are attached:

- (i) Personal marks of identification.
- (ii) Left/Right hand thumb and finger impression (in the case of illiterate claimants).
- (iii) Specimen signatures in duplicate, (in the case of literate claimants).

11. I/we undertake that if any payment is made to me/us in excess of 90 per cent of the balance in the G. P. F. pass book and such excess payment has not been adjusted from the payment of residual amount or from the Gratuity, I/we shall pay such excess amount to the Government.

Station.....

Yours faithfully,

Date.....

Signature of claimant(s)
(Full name and address).

PART IV

FORM OF APPLICATION FOR FINAL PAYMENT OF THE RESIDUAL AMOUNT IN THE GENERAL PROVIDENT FUND ACCOUNT OF A DECEASED SUBSCRIBER (TO BE USED BY THE NOMINEES OR OTHER CLAIMANTS WHERE NO NOMINATION SUBSISTS).

To

THE ACCOUNTANT-GENERAL,
UTTAR PRADESH, ALLAHABAD.

(THROUGH THE DRAWING AND DISBURSING OFFICER)

SIR,

I/we have submitted an application (*vide* Part III above) for the payment of 90 per cent of the balance in the General Provident Fund Account No. of Sri/Srimati with interest and bonus (if any) due under the rules. It is requested that the residual amount, after payment of 90 per cent of the balance as aforesaid, may also be paid to me/us through the Drawing and Disbursing Officer/..... Treasury/Sub-treasury.

Station.....

Yours faithfully,

Date.....

Signature of claimant(s)
(Full name and address).

(FOR USE BY THE DRAWING AND DISBURSING OFFICER)

1. The Provident Fund Account No. of Sri/ Srimati..... is.....

2. He/She has retired/will retire/has proceeded on leave preparatory to retirement for months/has resigned from Government service and his/her resignation has been accepted/has been discharged/dismissed with effect from..... forenoon afternoon.

3. The last Fund deduction of Rs. and recovery on account of refund of advance, Rs. was made from his/her pay vide voucher no., dated..... for Rs. of..... Treasury and was included in the G. P. F. schedule for Rs. attached with the above voucher.

4. Certified that he/she was neither sanctioned any temporary advance nor any final withdrawal from his/her Provident Fund Account during the current as well as five preceding financial years.

OR

Certified that the following final withdrawals last temporary advance were sanctioned to him/her and drawn from his/her Provident Fund Account during the current as well as five preceding financial years :—

A—Final withdrawals

Serial no.	Amount of withdrawal	Date of drawal	Voucher no.	Name of Treasury	Head of Account
1					
2					
3					
4					

B—Temporary Advance

Serial no.	Amount of advance	Date of drawal	Voucher no.	Name of Treasury	Head of Account	Month and year in which recovery completed
1						
2						

5. Certified that no amount was with drawn/the following amounts were withdrawn from his/her Provident Fund Account during the current as well as five preceding financial years for payment of Insurance premia.

Serial no.	Amount	Date of drawal	Voucher no.	Name of Treasury	Head of Account
1					
2					
3					
4					

6. The balance in his/her G. P. F. pass book as on (date on which the amount became payable), including interest payable upto that date and bonus (if any) is Rs. (in figures) Rupees..... (in words), as per calculation sheets attached and 90 per cent of the above balance comes to Rs.....

7. Certified that no recoveries pertaining to G.P. Fund are to be made from him/her. Therefore, the payment of Rs. (in figures) Rupees. (in words), which is 90 per cent of the balance in the subscriber's G. P. F. pass book, to [name of subscriber or claimant(s) if he is dead] is recommended.

OR

The following recoveries pertaining to G.P. Fund are to be made from the subscriber:

Serial no.	Particulars of recoveries	Amount Rs.
1		
2		
3		
4		
		Total ..

After deducting the amount of Rs. on account of recoveries detailed above, the payment of Rs. (in figures) Rupees (in words) only out of 90 per cent of the balance in the subscriber's G. P. Fund pass book to [name of subscriber or claimant(s) if he is dead] is recommended.

*8. The subscriber died on A death certificate is attached.

9. Forwarded along with the calculation sheets (in duplicate) and the application for the payment of the residual amount, to

Date

Signature and Seal of
Drawing and Disbursing
Officer.

FOR USE BY THE CHECKING ACCOUNTS AUTHORITY

1. Certified that I have checked the attached calculation sheets and the above calculations, which are correct.

2. The payment of Rs. (in figures) Rupees. (in words) is recommended.

3. Forwarded to (sanctioning authority).

Date

Signature and seal of the
checking accounts authority.

(FOR THE USE BY THE SANCTIONING AUTHORITY)

1. Payment of Rs. (in figures) Rupees. (in words) to [name of subscriber or claimant(s) if he is dead] sanctioned.

2. Application for payment of the residual amount along with calculation sheets and G. P. Fund pass book forwarded to the Accountant-General, Uttar Pradesh, Allahabad. The G. P. F. pass book may be returned to the Drawing and Disbursing Officer after authorising payment.

Date

Signature and seal of
sanctioning authority.

*Information against serial no. 8 to be furnished, if the subscriber is dead.

FORM 425-B

(For Government Servants belonging to Group 'D')

PART I

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCE IN THE GENERAL PROVIDENT FUND ACCOUNT

To

.....

.....

(ACCOUNT OFFICER)

SIR,

I AM due to retire/have retired/have proceeded on leave preparatory to retirement for months/have resigned from Government service and my resignation has been accepted/have been discharged/dismissed with effect from..... forenoon/afternoon.

2. I, request that arrangements may kindly be made to pay the entire amount at my credit in my General Provident Fund Account with interest and bonus (if any) due under the rules.

3. My Provident Fund Account no. is
I desire to receive payment through the Drawing and Disbursing Officer.

4. The undermentioned life insurance policies financed by me from Provident Fund Account may kindly be released.

Policy no.	Name of Branch of Life Insurance Corporation	Sum assured
1		
2		
3		
4		

Station :

Date :

Yours faithfully,
(Signature)

Name

Address

PART II

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCE IN THE GENERAL PROVIDENT FUND ACCOUNT OF A DECEASED SUBSCRIBER (TO BE USED BY THE NOMINEES OR OTHER CLAIMANTS WHERE NO NOMINATION SUBSISTS).

To,

.....

.....

(ACCOUNTS OFFICER)

SIR

IT is requested that arrangements may be made for the payment of the accumulation in the General Provident Fund Account of Sri/Srimati..... with interest and bonus (if any) due under the rules. The necessary particulars required in this connection are given below :—

1. Name of the Government servant;
2. Post held by the Government servant;
3. Date of death (enclose certificate of death),
4. Provident Fund Account No.....

5. Details of members of the family, as defined in Rule 2, of the subscriber :—

Serial no.	Name	Relationship with the subscriber	Age on the date of subscriber's death	In case of a daughter or a daughter of a deceased son of the subscriber, state whether she was un-married, marriage or widowed on the date of subscriber's death
1				
2				
3				
4				
5				
6				

6. Details of nominee alive on the date of death of subscriber, if nomination subsists:

Serial no.	Name of the nominee	Relationship with the subscriber	Share of the nominee	Reasons for the claim if the nominee is not a member of the subscriber's family
------------	---------------------	----------------------------------	----------------------	---

7. In the case of amount due to a minor child whose mother (widow of subscriber), is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship certificate, as the case may be.

8. If the subscriber has left no family and no nomination subsists the names of persons to whom the Provident Fund money is payable (to be supported by letters of probate or succession certificate, etc.) :

Serial no.	Name	Relationship with the subscriber	Address
1			
2			
3			
4			

9. Religion of the claimant(s).

10. The payment is desired through the Drawing and Disbursing Officer. In this connection the following documents duly attested by a Gazetted Officer in service/Magistrate are attached :

- (i) Personal marks of identification;
- (ii) Left/Right hand-thumb and finger impression (in the case of illiterate claimants);
- (iii) Specimen signatures in duplicate (in the case of literate claimants).

Yours faithfully,

Signature of claimant(s).
(Full name and Address)

Station.....

Date.....

(FOR USE BY THE OFFICE)

1. The Provident Fund Account no. of Sri/Smt. is.....

2. He/She has retired/will retire/has proceeded on leave preparatory to retirement for months/has resigned from Government service and his/her resignation has been accepted/has been discharged/dismissed with effect from..... forenoon/afternoon.

3. The last Fund deduction of Rs. and recovery on account of refund of advance, Rs. was made from his/her pay *vide* voucher no., dated..... for Rs. of Treasury and was included in the G. P. F. Schedule for Rs. attached with the above voucher.

4. Certified that he/she was neither sanctioned any temporary advance nor any final withdrawal from his/her Provident Fund Account during the current as well as five preceding financial years.

OR

Certified that the following final withdrawals last temporary advance were sanctioned to him/her and drawn from his/her Provident Fund Account during the current as well as five preceding financial years.

A—Final withdrawals

Serial no.	Amount of withdrawals	Date of drawal	Voucher no.	Name of Treasury	Head of Account
1					
2					
3					
4					

B—Temporary Advance

Amount of advance	Date of drawal	Voucher no.	Name of Treasury	Head of Account	Month and year in which recovery completed	If recovery not completed number of instalments and amount unrecovered up to the date of application

5. Certified that no amount was withdrawn the following amounts were withdrawn from his/her Provident Fund Account during the current as well as five preceding financial years for payment of Insurance premia :

Serial no.	Amount	Date of drawal	Voucher no.	Name of Treasury	Head of Account
1					
2					
3					
4					

6. The balance in his/her G. P. F. pass book as on.....
(date on which the amount became payable), including interest payable up to the date and
bonus, if any, is Rs.(in figures) Rupees.....
.....(in words).

7. Certified that no recoveries pertaining to G. P. Fund are to be made from him/her.
Therefore, the payment of Rs.(in figures) Rupees.....
.....(in words) to.....[name
of subscriber or claimant(s) if he is dead] is recommended.

OR

The following recoveries pertaining to G.P.Fund are to be made from the subscriber :

Serial no.	Particulars of recoveries	Amount Rs.
1		
2		
3		
4		
		Total

After deducting the amount of Rs. on
account of recoveries detailed above, the payment of Rs.....
(in figures) Rupees(in words)
only out of the balance in the subscriber's G. P. F. pass book to.....
name of subscriber or [claimant(s) if he is dead] is recommended.

**8. The subscriber died on
and the date has been verified from death certificate.

Date.....

Signature and designation of
the concerned officials in the
Office of the Account Officer.

**Serial no. 8 applies if the subscriber is dead.

(For use by the Account Officer)

**Payment of Rs.....(in figures)
Rupees.....(in words)
to.....[name of subscriber or claimant(s) if he is dead]
sanctioned.

Date.....

Signature and seal of
Account Officer.

APPENDIX "A"

(RULE 13)

FORM (I)

सामान्य भविष्य निर्वाह निधि से अस्थाई अग्रिम लेने के लिए प्रार्थना-पत्र

- 1--अभिदाता का नाम-----
- 2--खाता संख्या-----
- 3--पदनाम-----
- 4--वैतन -----
- 5--प्रार्थना-पत्र देने की तिथि को अभिदाता के खाते में जमा धनराशि का विवरण :--
 - (1) वर्ष-----की लेखा पर्ची (एकाउन्ट स्लिप) के अनुसार जमा धनराशि
 - (2) माह-----से-----तक अभिदान द्वारा जमा धनराशि
 - (3) अग्रिम की वापसी (रिफण्ड आफ एडवांस) द्वारा जमा-----

(4) निष्कासित धनराशि का विवरण -----

(क) अन्तिम निष्कासन -----

माह / वर्ष -----

से -----

माह / वर्ष तक

(ख) अस्थाई अग्रिम -----

माह / वर्ष से -----

से -----

माह / वर्ष तक

(5) शुद्ध जमा धनराशि -----

6-- पूर्ववर्ती अग्रिम यदि शेष हों तो शेष धनराशि और उस अग्रिम का प्रयोजन -----

7-- अब मांगे जा रहे अग्रिम की धनराशि -----

8-- (क) इस अग्रिम का प्रयोजन -----

(ख) जिस नियमानुसार अनुमन्य है उसका सन्दर्भ -----

9-- समेकित अग्रिम की धनराशि (मद 6+7) तथा जितनी मासिक किस्तों में समेकित अग्रिम धनराशि की अदायगी की जाती है -----

10-- अभिदाता की आर्थिक स्थिति का पूरा विवरण जिससे प्रार्थना का औचित्य सिद्ध हो सके -----

दिनांक -----

आवेदक के हस्ताक्षर

नाम -----

पदनाम -----

अनुभाग/विभाग -----

आज्ञा से,

